

# VACANCY NOTICE

CS-376  
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Semi-Skilled Laborer</u>	CLASSIFICATION CODE: <u>02234200</u>
	SALARY RANGE: <u>\$13.92 - \$14.41</u>	REFERENCE POSITION NO.: <u>682</u>
	Department or Agency Name: <u>State Colleges</u>	APPLICATION PERIOD: <u>08/11/06 - 08/17/06</u>
	Division/Section/Unit: <u>CCRI - Physical Plant</u>	
	Assignment(s) / Comments: <u>Hours and campus may vary depending on the needs of the department.</u>	
	Shift and Days: <u>7:00am - 3:30pm, Mon. - Fri.</u>	Job Location: <u>Primarily Warwick</u>
	Restrictions/Limitations: _____	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____	
	Name of Bargaining Unit Union: <u>ESPA</u>	
	There is * <u>  </u> is not <u>  </u> X <u>  </u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
• <b>Reasonable Accommodations:</b>		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.		
• <b>Medical Information:</b>		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>	
	See job description.	
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request). <b>Education:</b> Such as may have been gained through: See job description. Or <b>Experience:</b> Such as may have been gained through: See job description. <b>Special Requirement:</b> See job description.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail.	
	<b>SEND RESUME or CS-14 Application to:</b>  Office of Human Resources Community College of RI 400 East Avenue Warwick, RI 02886-1807  Telephone #: <u>401-825-2311</u> Fax #: <u>401-825-2345</u> TTY/TDD #: <u>401-825-2313</u> (Telecommunication Device for the Deaf)	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

**CLASS TITLE:****SEMI-SKILLED LABORER****CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: To perform a variety of manual tasks which require general mechanical aptitude; and to do related work as required.

SUPERVISION RECEIVED: Assignments are laid out in general and specific terms by a superior; work is reviewed while in process and upon completion.

SUPERVISION EXERCISED: May supervise one or more Laborers specifically assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform a variety of manual tasks of more than ordinary difficulty or responsibility requiring general mechanical aptitude, ability and experience approaching the requirements of skilled trades.

To serve as a rough carpenter in building and repairing timber bridges and bridge floors, scaffolding for the painting and repairing of bridge and other structures, concrete forms, guard rails, rough tables and benches and incidental outbuildings.

To serve as a rough mason in pouring and finishing concrete; laying brick and stone; and repairing and constructing bridges, culverts, stone walls, wells, fireplaces, curbing and drains.

To assist in locating, marking and painting traffic lines.

To clean painting machine and brushes.

To drive a truck and to place and collect safety signs on roads being painted.

To assist in steel fabricating, erecting, riveting and welding in the repair of bridges and construction machinery.

To assist in cleaning and painting structures and equipment.

To operate and clean simple sewage collection and disposal systems including roadside drains and culverts.

To assist in routine work in a materials testing laboratory, preparing materials for tests and disposing of same as instructed upon completion of tests.

To work as a member of a crew engaged in the inspection, control and eradication of insect pests and plant diseases.

To assemble and operate spray equipment.

To inspect nursery stock for plant or insect infestations.

To perform minor building repairs, plumbing and electrical work of a kind not requiring the skill of a journeyman worker.

To serve as a manual laborer.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the routine methods and techniques (less than the journeyman level) applies in building and highway maintenance trades and

occupations; the ability to apply such methods and techniques at a level less than a journeyman worker; the ability to understand and follow oral instructions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of eight school grades; and

Experience: Such as may have been gained through: some employment in semi-skilled manual labor in the construction and maintenance of roads, bridges, and buildings.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.